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Approved For Release 2002/05/07 : CIA-RDP80-00478A000100010013-0

16 July 1976

MEMORANDUM FOR: Chief, DDI Plans & Programs Staff
SUBJECT : Fighting Inflation
REFERENCE : DD/A 76-2736; same subject

1. The following actions, categorized in accordance with the referenced memorandum, were taken by CRS during FY 1976 to cut costs:

A. Group 1 Savings to date for the current fiscal year-
Total \$6561

(a) Two hundred twenty four plastic microfiche trays were modified to fit Diebold power files. Purchase of new trays at \$3 each would have cost \$672.

(b) In-house installation of new auxiliary lighting fixtures on 20 Remington power files saved \$1,610.

(c) A stationary work table was converted into a mail sorting table for the materials cost of \$220. Purchase of a new table would have cost \$650. Savings of \$430 was realized.

(d) By refurbishing four developer drums for Quadrant printers used to make hard copy from 16mm aperture cards, \$189 was saved.

(e) Travel and related costs to meet film and video sources has been replaced with contact by telephone and memoranda with an estimated savings of \$1,000.

(f) Review of recorded programs has been increased to ensure erasure and reuse of videotapes. Savings in the amount of \$2000 estimated.

(g) Arrangements were made with the home office of

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Diebold Corporation to have one of their instructors conduct a two-day power file maintenance seminar for the members of the Technical Services Section of MPB at a cost of \$700. A savings of \$392 was realized since the Baltimore office of Diebold had previously submitted a proposal of \$1,092 for the same service.

(h) Arrangements were made with the 3M company to rebuild two 148F printer drive motors at no charge. This resulted in a total savings of \$268.

B. Group II - Savings you expect to make on an annual basis in future fiscal years - Total ~~\$11,851~~ \$3,322

(a) With the implementation of the OJCS Tape Management System (TMS), the MAD Permanent Save P-space file is no longer needed. This action will save five hours of GS-4 clerical time per week at an estimated annual savings of \$950.

(b) Twenty seven items totalling \$5,451 annually were cancelled during Acquisition Branch's customer review of titles costing \$100 or more per year. STATSPEC

(d) The 1976 subscription to the National Economic Catalog of the Library of Congress will be received on microfiche instead of hard copy. Annual dollar savings will amount to \$930. Additionally, six linear feet of shelf storage space will be saved.

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(f) A survey of CIA Information Reports copy requirements showed that a 14% reduction could be made in the number of copies printed of the OO and FIR report series. The reduction has been made, saving about \$2,500 annually.

(g) The consolidation of film inspection records in Pictorial Services Branch is expected to save \$770 in salary costs annually.

(h) Ordering microfiche rather than hard copy from DDC and NTIS whenever possible is expected to save approximately \$4,800 annually in Document Services Branch.

(i) The Technical Services Section of Microform Processing Branch (MPB) has developed the capability to service and maintain the 48 power files located in CRS. An annual savings of \$13,322, formerly budgeted for maintenance agreements, will be realized.

(j) Rental of one Univac 1701 keypunch verifier, no longer required for daily operations, was discontinued resulting in a savings of \$1,380 annually.

(k) Overtime used to process the SI Machine Assisted Dissemination (MAD) reports was reduced from 120 to 60 hours a pay period. Total estimated savings amount to \$4,200 annually.

(l) Implementation of a procedure to retain and receive credit for bad Xerox copies should accrue savings of \$180 annually in Xerox rental costs.

C. Group III - One time savings for the current or future fiscal years **\$118,926**

m-(4) Instead of eight copies of each Operations Memorandum being routinely sent to the field, it was determined that only five copies were necessary. Based on current usage and paper costs the annual savings will approximate \$90.

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~~a~~ ~~(b)~~ Three Unicom calculators, with all of the features needed for routine use, were purchased at \$164 each instead of the highly sophisticated calculators usually purchased in the \$550 price range. Net savings of \$1158 were realized.

~~b~~ ~~(c)~~ Document Services Branch saved \$278 by getting two free microfiche readers from the DDO surplus supply.

~~c~~ ~~(d)~~ During FY 1976 Data Management Branch (DMB) identified 1,141 duplicate computer magnetic tapes of the MAD Whole History files that were no longer required by CRS. This action also eliminated the creation of 208 tapes yearly. By releasing these tapes to ODP for their use, a savings of about \$13,490 (\$10 per tape when purchased new) was realized. Additionally, valuable magnetic tape storage space was recovered by ODP.

~~d~~ ~~(e)~~ As a result of a DMB disk pack inventory in February, eight 3333 disk packs no longer required for our operational use were returned to ODP, resulting in a savings of \$4,000. (When purchased new, a 3333 disk pack costs approximately \$500.)

~~e~~ ~~(f)~~ Programming staff efforts in devising and implementing a plan for improving RECON (the on-line information storage and retrieval system supporting CRS and interim SAFE users) methods and procedures allowed a savings in computer time/resources conservatively estimated at 100K.

2. In addition to the quantifiable savings presented in paragraph one, the following actions, more difficult to apply cost savings to, have also been taken by CRS in its fight against rising costs:

(a) Document reproduction costs have been reduced by increasing document loans, by supplying microforms to requesters, and by asking requesters to review documents prior to requesting reproduction.

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(b) Much Xerox 4000 copy work for file input is done in the two sided mode.

(c) The reverse side of outdated cards, forms and biographic reports continue to be used for drafts and internal correspondence.

(d) A large number of 5x8 file folders saved during a EUR Division purge of the installation file are now being reused for the biographic file.

(e) NEA Division is using the back of continuous fold paper from old machine runs to type drafts and run first copy of recordings made on the Xerox 800 ETS. This procedure saves time needed to insert separate sheets for playback and saves the cost of continuous paper sold by Xerox.

(f) Extra copies of finished intelligence publications are given to DSB/DSG. This procedure saves on reproduction costs when copies are needed for requesters and eliminates the waste of destroying surplus copies.

(g) The possibility of using CRS computer directory programs to create name indexes to existing organizational directories is being studied. This would expedite name checks, and replace the manual typing, alphabetizing, and retyping that has been done occasionally in the past to produce indexes.

(h) Future editions of the publication, Directory of USSR Foreign Trade Organizations and Officials, will be printed using the EPIC print program. This will result in a publication 9x6 in size instead of the original 8x10-1/2 -- a 35% savings in page size for a publication issued in approximately 1300 copies annually.

(i) A large ADSTAR paper, over 150 pages, containing descriptions of various document storage and retrieval systems was prepared on the terminal rather than on conventional word processing equipment. Initial input may have taken a bit longer than if a typewriter had been used, however, both time and paper were saved by the ability to use the on-line edit function offered by the VM system.

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(j) Two other ADSTAR papers, a current system description and a cost analysis paper, were prepared by conventional means but microfiche copies of the papers were made available to recipients of the paper. The time to reproduce copies of the paper from microfiche is less than xeroxing from the paper copy and storage of the fiche copies requires less space than storage of paper copies.

(k) As a result of the removal of inner vault doors in the four ISG area division vaults converted to SPV's, time spent in opening and closing security checks is estimated to be 1/4 hour daily for each division or 1 hour per day for ISG (260 hours per year) will be gained by ISG. Additionally, the doors were made available for use elsewhere.

(l) NEA/NESA successfully used the China Name Index computer program to create indexes to six existing organizational indexes (see D/CRS referenced memo, para 2g). Time savings were achieved over the previous manual compilation methods, typing, alphabetizing and retyping. In addition these reference tools have been made considerably more useful.

(m) ADD is attempting to save paper and reproduction costs by closely monitoring the number of copies of reports ADD sends to or receives from other Agency components.

(n) DMB developed and implemented a capability to search selected parts of the AEGIS Subject File which effectively reduces the number of computer tapes that must be searched for a given run. Since the entire AEGIS Subject File presently consists of 24 magnetic tapes, a significant savings in computer processing time is realized whenever this option is exercised.

(o) Due to improvements in the AEGIS software, only 178K of core is presently required to process AEGIS batch queries. Previously, the core size was adjusted daily according to the number of queries that had to be processed, with many runs requiring from 300K to 400K of core.

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The benefits of these improvements are: (1) a reduction in the number of reruns due to human error since daily adjustments to the core size are no longer required and (2) the release of surplus core to ODP for other computer applications.

(p) The installation in Pictorial Services Branch of shelves which allow for both film and videotape storage has resulted in a 15% increase in total storage capacity.

(q) The CIA Library reviewed its periodicals collection and sent unwanted issues to the Library of Congress. The Library is also examining its cataloged publications series to assign a more realistic retention period, and it is reviewing its reference bibliography sources to cancel unneeded subscriptions. These reviews will result in both monetary and space savings.

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Acting Chief, Administrative Staff
Central Reference Service

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